

Is your application headed for the trash? Or will you be one of the candidates who get an Interview?
One mistake on an application could eliminate you from the interview pool.

However, a neatly and thoroughly completed application puts you in a good light and increases your chances of getting a call back.

Are you getting calls for interviews from your resume?
Is your resume marketing you well in this highly competitive job market?
Do you know how to target your next employer, and write a cover letter that will get you the interview?

Do you get butterflies before the interview?

Are you getting interviews; but not the job offer?

Have you written a Thank you note or follow up note that will seal the deal?

LET THE EXPERTS AT BOZEMAN JOB SERVICE HELP YOU SOLVE THESE PROBLEMS.

Sign up for one, two or all three of these classes and start your new career sooner!

February 8, 2012	9:00 to 11:00	Resumes, Cover Letters and Targeting Employers
February 8, 2012	2:00 to 4:00	Interview and Thank you / Follow up letters
February 22, 2012	9:00 to 11:00	Applications
March 7, 2012	9:00 to 11:00	Resumes
March 21, 2012	9:00 to 11:00	Resumes, Cover Letters and Targeting Employers
March 21, 2012	2:00 to 4:01	Interview and Thank you / Follow up letters

**FOR ALL JOB SEARCH CLASSES SEATING IS LIMITED
PLEASE CALL 582-9200 TO SAVE YOUR SEAT OR STOP
BY THE FRONT DESK AT BOZEMAN JOB
SERVICE AND SIGN UP.**

No Reservations are needed for the job fairs.

Job Fairs

January 13, 2012 at 8 AM.
Bozeman Job Service Workforce Center

US Corporation seeking 30 individuals to work in the natural gas and oil field, qualified candidates will be at least 21 years of age used to working outdoors in all weather conditions such as farmers, framers, construction, drywall, landscaping and much more. All applicants must have a high school education or GED equivalent, be able To Pass a Drug Test with a Clean Driving Record. We Are Interviewing for the Following Positions, Mechanics, Driver/Operators, Wire line individuals (these individuals will understand electrical). Full benefit package offered, Medical Insurance, 401(k), three weeks paid vacation first year and yearly income \$60,000 minimum.

Qualified applicants please bring a copy of resume and motor vehicle report to, Bozeman Job Service Workforce Center, 121 North Willson Ave, Bozeman MT on January 13 at 8 AM.